

## SSIP Evaluation Plan Guidance Tool

This guidance tool can be useful to States to review and further develop their SSIP evaluation plan and prepare the first Phase III submission. The elements included in this tool are derived from OSEP's indicator measurement tables and Phase II review tool. The questions for consideration included for each element will assist States as they communicate the results of their SSIP implementation activities to stakeholders and organize the Phase III SSIP submission due to OSEP on April 3, 2017. Technical assistance (TA) and resources are available through OSEP-funded TA centers to support States with all aspects of the evaluation plan including implementation, data analysis and report-writing. States are encouraged to contact their OSEP state lead and request a SSIP-specific TA call for more information.

The links to the indicator measurement tables are:

Part B Indicator Table

<https://osep.grads360.org/services/PDCService.svc/GetPDCDocumentFile?fileId=4606>

Part C Indicator Table

<https://osep.grads360.org/#communities/pdc/documents/4604>

Evaluation Plan: Questions and Considerations for Phase III	
<b>Alignment with Phases I and II</b>	
1. <i>The State's evaluation plan is aligned to the theory of action and other components of the SSIP.</i>	Questions for consideration: a. How do the activities or strategies to be evaluated relate to the theory of action? b. Why are these strategies/activities important for evaluating progress toward the SiMR? c. What are critical benchmarks or decision-points for each outcome <sup>1</sup> ? d. How do activities, outcomes and/or strategies relate to a component of a systems-framework?
2. <i>The evaluation plan includes short-term outcomes to measure implementation of the SSIP.</i>	Questions for consideration: a. Are short-term outcomes clearly explained to include the relationship to the theory of action, timeline for implementation and evaluation? b. What decisions can be made once these outcomes are met? c. What intermediate or long-term outcomes are contingent on the attainment of these short-term objectives/outcomes?
3. <i>The evaluation plan includes long-term outcomes to measure implementation of the SSIP.</i>	Questions for consideration: a. Are long-term outcomes clearly explained to include purpose, relationship to the theory of action, timeline for implementation and evaluation? b. What decisions can be made once these outcomes are met? c. How does achievement of long-term outcomes support sustainability of the SSIP? d. How does achievement of the long-term outcomes support scale-up of the SSIP?
4. <i>The evaluation plan includes short-term outcomes to measure progress toward the SiMR.</i>	Questions for consideration: a. Are short-term outcomes associated with an evidence-based practice that supports the SiMR focus?

<sup>1</sup> In this checklist the term "outcome" is used to mean the changes that occur as a result of the improvement strategy/activity.

### Evaluation Plan: Questions and Considerations for Phase III

- b. Are short-term outcomes related to changes in program practices/policies? Teacher/provider behaviors or practices? Parent/caregiver behaviors or outcomes? Specific child behaviors/outcomes?

5. *The evaluation plan includes long-term outcomes to measure progress toward the SiMR.*

Questions for consideration:

- a. Are long-term outcomes associated with an evidence-based practice that supports the SiMR focus?
- b. Are long-term outcomes related to changes in program practices/policies? Teacher/provider behaviors? Specific child behaviors/outcomes?

6. *The state includes stakeholders in the evaluation plan and/or process.*

Questions for consideration:

- a. How were stakeholders engaged in decisions about key outcomes to be evaluated?
- b. How will the State disseminate information to different stakeholders?
- c. Does the State have a communication plan to elicit feedback from stakeholders across the LEA/EI system?
- d. How will stakeholders be included in data-based decisions about modifications to the SSIP?

### Procedures and Analysis

1. *The evaluation plan includes data analysis methods or procedures to evaluate implementation and outcomes of the SSIP.*

Questions for consideration:

- a. How will the State know that outcomes were achieved?
- b. What data sources or information needs to be collected to know that an outcome was met?
- c. How/why are the data collection strategies appropriate for the intended outcomes?
- d. What is the baseline data or how is a meaningful difference defined for each key outcome?
- e. What aspect of the State system is different or how has it changed as a result of the SSIP's coherent improvement strategies?
- f. What resources are available to assist with data collection and analysis (e.g. external evaluator, alignment with SPDG evaluation, budget/financial resources)?
- g. Who will collect and analyze data for each outcome?
- h. What is the quality review process for data collection and storage?
- i. What is the quality review process for data entry and verification?
- j. Who will communicate the results of the analysis to stakeholders?
- k. How does the outcome data inform the State on its progress implementing the SSIP?

2. *The evaluation plan includes data collection and analysis methods that will allow the state to evaluate progress toward the SiMR.*

Questions for consideration:

- a. Will the State use narrative or a graphic representation (e.g. logic model) of key outcomes that include specific EIS program/LEA practices?
- b. What are the critical evaluation questions for each key outcome? How are they addressed in the data analysis plan?
- c. What evidence-based practices are evaluated and which outcomes are associated with each practice?
- d. What are the quantitative and/or qualitative methods of data collection for each outcome? Why are they appropriate?
- e. What is the timeline for data collection and analysis?
- f. Are data collection strategies at the child, family, provider/classroom, program/LEA or state

**Evaluation Plan: Questions and Considerations for Phase III**

level?

- g. What comparisons will the State make for each key outcome to estimate progress toward the SiMR (e.g. pre-post comparisons, comparison to benchmarks)?
- h. Will the state use a sampling plan? If so, is the plan described?
- i. How will the state assess fidelity of implementation for evidence-based practices?
- j. How will the State know that its data collection methods are valid and reliable?
- k. What secondary or additional data sources are available that would indicate progress toward the SiMR?
- l. How frequently will data be collected and evaluated to assess progress toward the SiMR?
- m. How will the State prepare EIS/LEAs personnel to use data to assess the effectiveness of practices?

**Implementation and Evaluation: Progress Summary**

1. *The Phase III SSIP reports on the progress of the implementation of the SSIP.*

- a. Which timelines were met for implementation?
- b. Which timelines were revised and why?

2. *The Phase III SSIP includes FFY 2015 data and reports on progress toward the SiMR*

Questions for consideration:

- a. What additional data is available that indicates progress toward the SiMR?
- b. Has the State identified performance indicators?
- c. How will State assess progress toward the SiMR throughout the year in order to make data-informed changes to the SSIP activities, strategies and evidence-based practices?

3. *Does the State intend to continue to implement the SSIP without modifications? If “no” (e.g. the State is making modifications) go to #5.*

If “yes”, the State describes how the data from the evaluation supports the decision to continue to implement without modifications.

4. *If the State has made or will make modifications to its implementation of the SSIP, the State provides a rationale based on evaluation data for the revisions that were or will be made.*

5. *How stakeholders were included in the decision-making process?*